

TRAINING FOR DIDACTIC AND ADMINISTRATIVE STAFF

COLLABORATION OFFER TO SLOVENIAN UNIVERSITIES THROUGH THE SCHOLARSHIP
AND TRAINING FUND

NOVEMBER 2009



OPNI HÁSKÓLINN

Í HÁSKÓLANUM Í REYKJAVÍK

REYKJAVÍK UNIVERSITY WELCOMES COLLABORATION WITH SLOVENIA:

Dear colleagues in Slovenia. Over the last months Reykjavík University has established many new contacts in Slovenia. After listening to their enquiries about collaboration opportunities through the Scholarship fund, RU decided to put forward a training program for staff and professors at Slovenian universities. The courses will last a week and will take place at Reykjavík University in Reykjavík during the first two weeks of June.

Hereby Reykjavík University presents a brief description of three courses for didactic and administrative staff in Universities. The course's chief purpose is to strengthen participants' professional competences and to broaden their horizon by exploring how RU approaches these issues. It also encourages critical discussion about proficient methods of work in universities.

All courses are 5 days long and consist of 20 hours teaching and 12 hours culture and excursion of Iceland's nature.

THE THREE COURSES ARE:

1. University Didactics
2. The Methodology of Writing Scientific Papers
3. The International University or The International Office - From Good to Great

Further descriptions of the course objectives and goals are here below.

PRACTICAL INFORMATION:

Date: June 7th – 11th 2010
Place: Reykjavík University | Ofanleiti 2, 103 Reykjavik Iceland
Price: 500 EU per participant for academic program, accommodation and flight is not included
Registration: Is through our website: <http://www.openuniversity.is/nam-i-bodi/special-programmes-and-events/training-for-universitiess-didactic-and-administrative-staff/>
Is open until January 1st 2010



COURSE OUTLINE:

	Morning Session (9-12)	Afternoon Session (13-16)
Monday	Course Opening Lecture and group work	Lecture and group work
Tuesday	Lecture and group work	<i>Culture Excursion</i>
Wednesday	Lecture and group work	Lecture and group work
Thursday	<i>Exploring Iceland</i>	
Friday	Lecture and group work	Programme Evaluation Reception

BRIEF DESCRIPTIONS OF COURSES:

1. TITLE OF COURSE: **UNIVERSITY DIDACTICS**

Course description: The course focuses on active and collaborative teaching methods in universities and introduces learning management systems.

Duration: 20 hours

Topics covered in the course are:

1. The Bologna Process and learning outcome in higher education.
2. Active and collaborative teaching methods to make the learning more effective for students.
3. Learning management in school environment in RU (MySchool, best practice).
4. Creating a syllabus and writing learning outcomes.
5. Using InformationTechnology in Teaching.

Academic responsibilities: Ása Björk Stefánsdóttir Med, Teaching Coach at Reykjavík University.



2. TITLE OF COURSE: THE METHODOLOGY OF WRITING SCIENTIFIC PAPERS

Course description: The course's aim is to answer the questions: 1) What does a technically sound grant application look like and what are the major pitfalls in writing a good proposal? 2) Best practice in project management applied to sponsored research projects 3) The financial accounting system applied to sponsored research projects.

Duration: 20 hours

Topics covered in the course are:

1. How to write a good grant proposal to a competitive fund.
2. How to write and publish a scientific paper.
3. Evaluation of research activity at RU – Example: Reykjavík University – Annual assessment of research activity and assessment of school.
4. Best practice in project management applied to sponsored research projects.
5. The financial accounting system applied to sponsored research projects.

Academic responsibilities: Kristján Kristjánsson PhD, Director of Research Services at Reykjavík University.

3. COURSES FOR INTERNATIONALIZATION

In order to meet the needs of Slovenian Universities, Reykjavík University offers two courses to choose from. They are:

- A. The International University*
- B. The International Office – from good to great*

3A. TITLE OF COURSE: THE INTERNATIONAL UNIVERSITY

Course description: Main characteristics of the International University and the road necessary to travel in order to get there.

Goal of the course: The goal of the course is to give participants an overview of how to internationalize a national university. Participants will become aware of the importance of policy and strategy and the role of the international affairs office as an agent of change.

Duration: 20 hours



Topics covered in the course are:

1. Commitment for educating for an international environment: Policy and strategy for international development
2. Internationalization of the student body
3. International content of programs
4. Internationalization of faculty
5. The International Office
6. Internationalization costs money. Where can you get money, how can you “create” money, how should you take care of your money?
7. Your Academic Partners: What do they say about you?
8. Internships – the future

Academic responsibility: Margrét Jónsdóttir PhD, Director of International Affairs at Reykjavík University

3B. THE TITLE OF CURSE: THE INTERNATIONAL OFFICE - FROM GOOD TO GREAT

The aim of the course is to give insight into how the International Office can be an important agent of change when internationalizing a national university:

Duration: 20 hours

Topics covered in the course are:

1. Positioning and strategy. To whom does the International Office (IO) report to? How to make a clear international strategy for your IO.
2. The functions of the IO
3. Are papers floating all over? Electronization of the IO
4. Staffing of your IO
5. Budgeting and Financial Management of the IO
6. 1000 balls in the air – project management
7. Your partners – a strategy or happening?
8. Orientation for incoming and outgoing students
9. Your homepage – the neglected child of the house or your main marketing tool?

Academic responsibility: Margrét Jónsdóttir PhD, Director of International Affairs at Reykjavík University



THE FUTURE
BELONGS TO THOSE
WHO BELIEVE IN
THE BEAUTY
OF THEIR DREAMS

REYKJAVÍK UNIVERSITY

Reykjavík University (RU) is Iceland's largest private university. RU is a vibrant international university located at the heart of Reykjavík, the capital of Iceland. Our focus is on research, excellence in teaching, entrepreneurship, technology development and co-operation with the active business community. We educate students to become leaders in business, technology and society at large, starting new companies and creating jobs. Academic programmes at Reykjavík University are based on internationally recognised models, and are continually under review and improvement. See further information about Reykjavík University on the website www.ru.is

Further information:

Halldóra Hinriksdóttir
Forstöðumaður, Director
Opni Háskólinn / StjórnMennt
Open University / Executive Education
Tel: +354 599 6573
Mobile +354 864 0073
halldorah@opnihaskolinn.is

